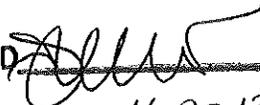


Town of Huntington — Selectboard Meeting

Monday, May 20, 2013—7:00 pm

Town Office Building - downstairs

APPROVED MINUTES

RECEIVED   
DATE June 11, 2013

<p><b>Agenda</b></p>	<ul style="list-style-type: none"> <li>• Minutes / Warrants</li> <li>• Public Comment</li> <li>• Administration &amp; Planning: Personnel Committee update; Appointments; FY 2013/14 budget status – year end projections; Conflict of Interest</li> <li>• Article 6 Committee</li> <li>• Highway Department: Bridge 38 (Shaker Mt.); Smith/Baer driveway permit; Road Foreman updates; Main Road paving; Compensation Survey</li> <li>• Other Business: Calendar review</li> </ul>
<p><b>Selectboard members present:</b></p>	<p>Jim Christiansen (Chair), Dori Barton (Vice-Chair), Doug Graver, Everett Lewis, Jr., Roman Livak</p>
<p><b>Staff/Officials present</b></p>	<p>Yogi Alger (Road Foreman), Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk)</p>
<p><b>Others present</b></p>	<p>Ruth Blodgett, David Brautigam, Kendra Christiana, Peter Christiana, Dave Clark, Knox Cummin, Lucinda Hill, CJ Roberts, David Roberts, Dawn Taylor, Jean Thibault, Nathaniel Thibault</p>
<p><b>Call to order</b></p>	<p>Christiansen called the meeting to order at 7:00pm.</p>
<p><b>Minutes - MOTION</b></p>	<p>Livak moved and Graver seconded to approve the draft minutes of 05/06/2013. Passed unanimously.</p>
<p><b>Warrants</b></p>	<p>3 warrants were signed as presented.</p>
<p><b>Public Comment</b></p> <p><i>Follow-up: Elliott to research questions around last summer's motion to adopt a one-year Town Plan (CCRPC / VLCT)</i></p>	<p><b><u>Dawn Taylor</u></b></p> <ul style="list-style-type: none"> <li>• <b>Zoning Regulation Change Petition:</b> Taylor stated that she is circulating a petition to have section 5.7.1(3) of the Zoning Regulations changed to drop the stipulation that no additional access drives are to be created.</li> <li>• <b>Record Maintenance:</b> Taylor stated the Town Clerk told her records are not kept of denied Zoning variance requests or denied driveway permits, but that she subsequently learned the Town Administrator does have a file of denied driveway permits. Barton clarified that copies of all ZBA applications are retained but are not filed according to their denial or approval status. Elliott stated that while the Town Clerk does not maintain these files as part of the Town Clerk's recorded documents, the ZBA clerk maintains the files of the ZBA and the Town Administrator maintains the Selectboard's files. Taylor further noted that, given this is the 21<sup>st</sup> century, the Town should have files maintained electronically and should also consider taping all meetings.</li> </ul> <p><b><u>Town Plan</u></b></p> <ul style="list-style-type: none"> <li>• Livak requested validity and implications of the Selectboard's one-year approval of the Town Plan be researched.</li> <li>• Selectboard minutes of June 18, 2012 state: "Christiansen opened the Public Hearing at 7:02pm. Christiansen explained there were no changes to the existing Town Plan (except for updating the year of the plan) and that this would be a one-year extension. Per Ginger Lubkowitz (Planning Commission Vice-Chair), the Planning Commission plans to hold public comment sessions over the coming year and anticipates a revised plan will be completed in the April/May timeframe in order to meet the required June 18, 2013 deadline for a Town-approved</li> </ul>

	<p>revised plan. Barton moved &amp; Livak seconded to re-adopt the Huntington Town Plan (previously adopted in June 2007), without revisions, except for updating the year of the plan. Passed unanimously.”</p> <ul style="list-style-type: none"> <li>• Specifically, Elliott needs to get clarification on: <ul style="list-style-type: none"> <li>a. Was it valid for the Selectboard to approve the plan for just one year -- or is it an ‘automatic’ 5-year approval?</li> <li>b. What was the valid-through date approved by the CCRPC?</li> <li>c. What are the implications of the valid-through date on our ability to make changes to Zoning Regulations (ie: can the Zoning Regulations be changed if we don’t have a valid Town Plan)?</li> </ul> </li> </ul> <p><b><u>Knox Cummin</u></b></p> <ul style="list-style-type: none"> <li>• Cummin is investigating alternatives for getting power from across Main Road to his new subdivision in the lower village. Previously the Selectboard requested the power lines be installed underground (not overhead). Cummin had ECI look at ramming wires under the road and they are dubious about the feasibility given the rock ledge. Cummin plans to dig test pits to get a better sense of the viability of installing wires under the road. He noted that within the subdivision itself, all power will be underground. Lewis suggested Cummin get a second opinion from another contractor such as Menard. Livak requested Cummin contact Road Foreman Alger before digging in the Town’s ROW. Barton requested Cummin contact Dig Safe. Livak noted that since power was brought across Main Road for the Mitchel subdivision, overhead power could be an option if it is not feasible to go under the road. Barton stated that directional boring is preferable, but given Cummin’s due diligence, if this is not possible she concurred with Livak that a precedent for overhead wires was set with the Mitchell development. Cummin asked about cable and phone lines – and the Christiansen indicated that it is preferable to have those underground as well.</li> </ul>
<p><b>Article 6 Committee</b></p> <p><i>Follow-up: Elliott to research validity of Article 6 Committee framework with VLCT</i></p>	<ul style="list-style-type: none"> <li>• Christiansen welcomed committee members Dave Clark and Lucinda Hill (noting that David Worthley is out of Town for a prior commitment). Christiansen reviewed a committee framework document as a springboard for discussing the scope, roles, deliverables and timeline. Selectboard also shared a compensation and analysis grid that could be used as the basis for collecting external research data. The grid was developed based on research conducted in the last month by Hill for the Road Foreman position. It was stressed that the Committee needs to follow VT open meeting laws regarding posting agendas and recording minutes (which should be posted on the website). Selectboard recommended the Committee prepare a written report to be included in the annual Town Report that is mailed to every resident prior to Town Meeting.</li> <li>• Hill requested Elliott contact VLCT for a legal opinion on the validity of the action taken at Town Meeting. Clark questioned whether providing information on just the Clerk and Treasurer positions would be sufficient given the language of the article which states “...and the Selectboard will appoint a three-person committee to review job descriptions, salary and authority of elected town officials and report back in one year”. All agreed the priority is to make recommendations for the Clerk and Treasurer positions, but that the goal should include at least a broad level of analysis for other elected officials. It was noted that data is available from VLCT.</li> <li>• The Selectboard thanked the members for stepping up to work on this project.</li> </ul>
<p><b>Administration &amp; Planning</b></p>	<p><b><u>Personnel Committee Update:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Budgeting and expense accounting for health benefits:</b> Elliott reported on the recommendation to modify the budgeting process to aggregate the cost of insurance (premiums and deductibles) by eligibility category and then distribute</li> </ul>

<p><b>MOTION: BUDGETING AND EXPENSE ACCOUNTING FOR HEALTH BENEFIT COSTS</b></p> <p><i>Follow-up: Elliott to contact HPC for recommendation on application for vacancy</i></p> <p><i>Follow-up: Elliott to contact Committee, Board, Commission and Department heads</i></p>	<p>them evenly across departments based on employee headcount. This would replace the current accounting which reveals the budget and expenses for specific individuals – particularly for the 3 departments with just 1 employee. Graver moved and Livak seconded to approve the recommendation from the Personnel Sub-Committee for handling budgeting and expense reporting for health related benefits. Passed unanimously.</p> <ul style="list-style-type: none"> <li>• <b>Pay Ranges:</b> The Personnel Sub-Committee has established a goal of developing pay ranges for each hired/appointed position, enabling us to move toward a compensation system that can also incorporate scope of responsibility/work performed, job performance and longevity.</li> <li>• <b>Health Care Exchange:</b> Elliott and Stoddard will be attending the VLCT information meeting on May 30<sup>th</sup>. Selectboard members are also welcome.</li> </ul> <p><u>Correspondence</u></p> <ul style="list-style-type: none"> <li>• <b>Letter of interest for Huntington Planning Commission (HPC) vacancy:</b> Selectboard received a request from Dawn Taylor for appointment to fill the vacancy on the HPC. In accordance with the Town’s Appointment Procedure the Selectboard requested Elliott contact the HPC Chair to solicit the HPC’s observations and recommendations for consideration of this application. Since the next HPC meeting is June 10, the Selectboard will discuss and make a determination on this appointment request at their June 17th meeting.</li> <li>• <b>Request to Cater approved by Town Clerk:</b> Spice of Life Spirits catered an event on 5/11 at Sleepy Hollow</li> <li>• <b>Camel’s Hump Nordic Ski Assoc. –Trail Walk 06/01 9am:</b> Selectboard received a Trail Walk invitation for CHNSA’s proposed trail at the base of Crow Hill – a prominent Huntington Town Forest topographical feature (off Stagecoach Rd.).</li> </ul> <p><u>Appointments</u></p> <ul style="list-style-type: none"> <li>• Selectboard signed the appointment paperwork for recording by the Town Clerk for recent appointments approved at Selectboard meetings.</li> </ul> <p><u>FY 2012/2013 Budget Status – Year End Projections</u></p> <ul style="list-style-type: none"> <li>• Elliott provided updated budget status reports. Selectboard requested these be sent to all Committee, Board, Commission &amp; Department heads with a request that they: a) review their budgets; b) provide the Selectboard explanations on unanticipated expenses by May 30; c) make sure to get all billing in; and d) let them know they can schedule time to meet with the Selectboard by contacting Elliott. Elliott to send status reports out this week.</li> </ul>
<p><b>Highway</b></p> <p><i>Follow-up: Alger to seek clarification on Bridge Reserve Fund</i></p> <p><b>MOTION: BRIDGE 38 REPAIR</b></p>	<p><u>Bridge 38 – Shaker Mountain</u></p> <ul style="list-style-type: none"> <li>• Alger presented an estimate from Parent Construction for repairs to Bridge 38 (for work similar that that completed on the Taft Road bridge): <ul style="list-style-type: none"> <li>o Item 1: \$ 4,500 for repair up to 30 square feet of deck surface</li> <li>o Item 2: \$12,800 to install torch-applied membrane and 2” of asphalt pavement</li> <li>o Total Project: \$17,300</li> </ul> </li> </ul> <p>Alger stated that his Class 2 &amp; 3 bridge budget line items will not fully cover this cost. Barton noted that the Bridge Reserve Fund is available to cover this type of expense. Alger will get clarification on the Reserve Fund from Stoddard. Livak noted that the problems addressed by this project were identified in the State Bridge 38 inspection report as issues the Town needs to fix.</p> <ul style="list-style-type: none"> <li>• Livak moved and Lewis seconded to accept the Parent Construction proposal for the Shaker Mountain Road Bridge 38 repair work in the amount of \$17,300. Passed unanimously.</li> <li>• Alger will be working with the Fire Department to have equipment on the far side of the bridge for the day(s) it is closed to traffic.</li> </ul>

**MOTION: DRIVEWAY PERMIT  
APPROVAL – BERT WHITE ROAD**

**CHNSA Driveway Permit**

- The driveway permit application for the proposed parking lot access off Bert White Road was presented. There are no outstanding Planning Commission or Zoning Board of Adjustment considerations, other than a ZBA note that approval must be obtained for culvert size and placement from the Road Foreman and an Act 250 permit must be obtained with a specific site plan addressing drainage. Alger approved the driveway with a 15" culvert. Brautigam noted that the Act 250 permit approval is pending approval of the driveway permit.
- Barton moved and Lewis seconded to approve the driveway permit for CHNSA / Nils Smith & Jennifer Baer on Bert White Road. A friendly amendment was made by Livak and seconded by Graver that the motion be modified to approve the driveway permit for CHNSA / Nils Smith & Jennifer Baer on Bert White Road with the condition that no work will commence until the Act 250 permit has been approved. Selectboard agreed to vote on the motion as stated in the 'friendly amendment'. Passed unanimously.
- Elliott stated that, for the purpose of clarification and the possible implication that this motion may have on other driveway approvals, regardless of whether a motion to approve a driveway permit specifies that a requirement of the Selectboard's approval is conditional based on approval of or compliance with other permits, ordinances, regulations, statutory requirements or laws, all conditions that are applicable to a given project have to be followed irrespective of whether they are stated as a condition of the driveway permit approval.

**East Street Fog Lines**

- Graver expressed concern about the dirt and pebbles that were not removed prior to application of the paint on East Street. Alger stated that usually the Road Crew cleans the roadway before the line strippers come in and that it appeared that the machine's blower wasn't able to remove all the debris. Going forward, Alger plans to look at renting equipment from Fairfield in Morrisville for cleaning bridges, intersections and areas where fog lines will be painted.

**Bridge & Intersection Cleaning**

- Alger borrowed equipment from Hinesburg for bridge and intersection cleaning – and noted that this is just one example of how the surrounding towns are once again cooperating very effectively on projects.

**Gore, Starksboro & Camel's Hump State Park Winter Maintenance Billing**

- The billing rates for Gore and State Park winter maintenance have remained flat for the past 20 years – and the billing to Starksboro for Beane Road has been the same since at least 2009.
- Gore: Alger noted that the Gore had failed to appoint a Road Commissioner and as a result, they lost eligibility to receive a paving grant. He would like to see the amount charged the Gore increased by \$2,000 (for a total billing of \$5,000).
- Starksboro/Beane Road: Alger stated that this is part of our two town's mutual aid. While the rate has not changed, Starksboro has given us some material from their stockpiles in addition to the \$600. He does not want to raise the rates.
- State Park: Alger noted there is minimal work or material used for the visitors' parking lot – and that the trucks have to turn around at the top of the road anyway. He will talk with Gary Sawyer, but thinks the current \$350 is adequate. He stressed that we have a very positive working relationship with Sawyer.
- Livak noted that the Town may want to look at seeking an increase in the PILOT (Payment in Lieu of Taxes) compensation we receive from the State since such a significant amount of our land is not-taxable and has considerable use and benefit (both recreational and economic) to non-Huntington residents.

*Follow-up: Alger will follow up on Gore, Starksboro and Camel's Hump billing*

<p><i>Follow-up: Alger to get 3 bids for the Main Road paving project</i></p>	<p><b><u>Main Road Paving</u></b></p> <ul style="list-style-type: none"> <li>Christiansen initiated a discussion of future plans for paving Main Road. We are about 2 years away from reaching the lower village at a projected paving rate of 1 mile per year. Significant planning regarding issues such as drainage, sidewalks and the East Street intersection needs to happen before we invest in this infrastructure</li> <li>Christiansen noted that we are currently allocating \$45,000/year to the Paving Reserve Fund. The 1<sup>st</sup> mile of paving (starting at the Richmond town line) has a projected project cost of \$220,000. We received a Structures Grant in the amount of \$175,000, which has a 10% Town match requirement. Therefore, the Town cost for this 1 mile of paving is \$62,000 (10% of the \$175,000 grant plus the balance of \$45,000 for the project).</li> <li>Graver noted that CCMPO helped produce the Traffic Calming Study which includes recommendations (with capital spending projections) for addressing traffic flow and roadway design.</li> <li>Livak noted that issues like on-road parking and traffic flow need to be addressed.</li> <li>Barton noted that the Form Based Code Committee is moving ahead on proposed zoning changes and if those are adopted we would have a plan in place to help provide direction. She recommended the Selectboard look to both the Form Based Code Committee and the Planning Commission for updates.</li> <li>Elliott suggested that having a Selectboard/Staff Sub-committee begin to develop a strawhorse proposal might be effective.</li> <li><b>PAVING:</b> Alger hopes to have the Main Road paving work start around July 8<sup>th</sup>. The Selectboard stressed that Alger needs to get 3 bids for this project.</li> </ul>
<p><b>Road Foreman Compensation Analysis</b> <i>Follow-up: Elliott to send spreadsheet to participating towns</i></p>	<ul style="list-style-type: none"> <li>The Selectboard expressed deep gratitude to Lucinda Hill for all her work on contacting the 7 towns surveyed and compiling the data.</li> <li>Elliott will send a copy of the spreadsheet to the participating towns along with a sincere thank you for their participation.</li> <li>Hill shared a few observations including: the effectiveness of establishing pay ranges; our Road Foreman is a 'working' foreman (i.e.: has both supervisory/management responsibilities and is a working member of the crew); and that spreadsheet includes estimates of the value of the equipment as that is a reflection of the scope of responsibility the Foreman has.</li> <li>Selectboard members will digest the information and hold an Executive Session at 6:30pm on June 3<sup>rd</sup>.</li> </ul>
<p><b>Other Business</b></p>	<p><b><u>Economic Development</u></b></p> <ul style="list-style-type: none"> <li>Barton reported that Mark Smith approached her regarding economic development ideas for Huntington. Over the years Smith has expressed interest in organizing local efforts – and has met with individuals in Richmond to learn more about their efforts. He will be contacting Elliott to request time to speak with the Selectboard.</li> </ul>
<p><b>Adjournment</b></p>	<p>Livak moved and Lewis seconded to adjourn the meeting at 9:11 pm. Passed unanimously.</p>
	<p>05/20/13 – Meeting date 05/23/13 – Preliminary draft minutes to Selectboard / Clerk, Treasurer &amp; Auditors 06/03/13 – Final minutes approved by Selectboard 06/04/13 – Approved minutes sent to Town Clerk</p>

# PUBLIC NOTICE

DATE: June 11, 2013  
TO: Owners of Dogs in the Town of Huntington  
FROM: Selectboard  
Pam Alexander, Animal Control Officer  
Heidi Racht, Town Clerk  
SUBJECT: Licensing of Dogs

State law requires that all persons owning a dog shall obtain a license and that the animal be immunized against rabies. If you live in Huntington, you are required by law to license your dogs with the Town Clerk by April 1 of each year. License tags must be worn by dogs at all times.

It has come to our attention that some dogs are not licensed. Licenses must be obtained and renewed before April 1 of each year. Failure to do so may result in a fine or impoundment of the animal. Any action of the Animal Control Officer that involves an unregistered dog may result in an automatic civil ticket (sent to and administered by the State of Vermont) in addition to the cost of the license.

To avoid a fine or impoundment of your dog(s), please visit the Town Clerk's office to purchase a license. Written proof of Rabies Vaccination must accompany the license application.

Licenses purchased now are valid until April 1, 2014.

License fees: Neutered or Spayed dogs (written proof required)...	\$15 (after April 1)
Non-neutered or Spayed dogs.....	\$23 (after April 1)

Your dog's license helps to ensure a safe and healthy neighborhood for you and your family. Please purchase a license for your dog.

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Title 20: Internal Security and Public Safety; Chapter 193: Domestic Pet or Wolf-hybrid control; Vermont Statutes Annotated § 3590. List of dogs and wolf-hybrids not licensed.

- (a) The legislative body shall annually designate one or more persons to maintain a list of unlicensed, inoculated and licensed dogs and wolf-hybrids owned or kept in their municipality and to submit the list to the municipal clerk.
- (b) On receiving a list of dogs and wolf-hybrids from persons authorized by the legislative body, the municipal clerk shall notify the owners or keepers of all dogs and wolf-hybrids named on the list that have not already been licensed or inoculated, and after May 30 shall furnish to the legislative body a list of dogs and wolf-hybrids not licensed or inoculated as required by law. Owners shall also be notified that unlicensed or un-inoculated dogs or wolf-hybrids may be destroyed. (Amended 1965, No. 36, { 3, eff. April 28, 1965; 1977, No. 215 (Adj. Sess.), { 8, eff. April 12, 1978; 1979, No. 92 (Adj. Sess.), { 7, eff. Feb. 28, 1990; 1993, No. 213 (Adj. Sess.), { 15, eff. April 1, 1995.)